

**UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE**

GENNINE A. HAGAR
CHIEF UNITED STATES PROBATION OFFICER



E. BARRETT PRETTYMAN U.S. COURTHOUSE
333 CONSTITUTION AVENUE, N.W., SUITE 2700
WASHINGTON, D.C. 20001-2866
TELEPHONE (202) 565-1300

LEGAL INTERN OPPORTUNITY

Announcement Number: 08-DC-02

Position Title: Legal Intern
(Volunteer)

Position Location: United States District Court
Washington, D.C.

Open Date: February 11, 2008

Closing Date: October 31, 2008

(Work schedule negotiable.)

More than one position may be available.

DUTIES AND RESPONSIBILITIES:

The Legal Intern will assist the United States Probation Office for the District of Columbia by performing tasks related to investigation services, and legal research of guideline issues with a primary emphasis on investigation and interpretation of the Federal Sentencing Guidelines. Tasks to be performed include obtaining, maintaining, and interpreting legal opinions impacting sentencing issues, application of the Federal Sentencing Guidelines to facts developed through investigations; researching offenders' personal and criminal backgrounds; assisting in the training of our staff on legal research methodologies, generally; and the use of electronic databases, such as Westlaw and Lexis.

JOB REQUIREMENTS:

Successful applicants must be currently enrolled as a first, second, or third year law student at an accredited law school or possess his/her Juris Doctor Degree.

EMPLOYEE BENEFITS:

We offer the opportunity to develop an understanding of the Federal Sentencing Guidelines application and interpretation; to become involved in Westlaw and Lexis research; to be exposed to the United States District Court, and the Judges of this Court; and to expand their knowledge base of criminal justice and investigative matters. Students are eligible for Metrochek (mass transit subsidy).

BACKGROUND INVESTIGATION:

A complete background investigation is required for employment with the United States Probation Office for the District of Columbia. Investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports. A complete position description is posted in the United States Probation Office for the District of Columbia.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia.

United States Citizenship is required for consideration for this position.

APPLICANTS MUST SUBMIT:

- Cover letter
- Resume
- Writing Sample
- Official Transcripts (*required*)

You must submit **ALL** documents to be considered for this opportunity to:

Gennine A. Hagar, Chief
United States Probation Officer
333 Constitution Ave. NW, Suite 2700
Washington, DC 20001-2866
Reference Announcement #08-DC-02